VACANCY ANNOUNCEMENT

July 3, 2013

System Administrator

The Kansas Secretary of State's office is hiring a System Administrator to serve in our information technology department. The Secretary of State's office is located in downtown Topeka and our hours of operation are Mon through Fri, 8:00 am to 5:00 pm. This is a full time, benefits eligible position subject to be on-call per the agency's stand-by policy.

WORK EXAMPLES
This position will primarily be responsible for accomplishing the following tasks.
1. Serve as the agency network and IT security administrator
2. Provide technical expertise in the design, installation, security, administration of IT systems, PC hardware / software installation and upgrades, peripheral unit installation and upgrades and environmental control
3. Assist in establishing and enforcing IT security policies and procedures
4. Serve as the main technician for the agency help desk
5. Oversee the emergency management and business continuity planning

REQUIREMENTS
1. Bachelor's degree in computer science, MIS, or related discipline, or equivalent work experience and certifications (e.g. MCSE, CISCO, Security+, CISSP)
2. Experience in network/server administration
3. Strong organizational skills and the ability to manage many on-going projects
4. A strong work ethic including the ability to work under pressure in order to meet deadlines and due dates
5. Superior interpersonal skills including the ability to maintain working relationships with customers (both internal and external), technical staff, management, and vendors
6. Excellent communication skills including the ability to: prepare clear and concise written reports, effectively participate as a member of a team, and communicate well verbally with users, staff, management and others

SPECIAL REQUIREMENTS
Employment is contingent upon applicant's ability to obtain and retain Kansas Bureau of Investigation Level 1 Security Clearance.

PREFERRED SKILLS & EXPERIENCE
- VMware, vCenter and VDI
- Web server administration and security
- Network administration
- Network switching, routing and IP
- MS SharePoint Services
- Web content filtering
- Applications development (.NET / C#)
- IT security
- Firewall, IDS/IPS
- Anti-virus administration

SALARY & HOURS
The starting salary range for this position will be $23.31/hr to $24.76/hr commensurate with education and experience.

WORK ENVIRONMENT
The Kansas Secretary of State's office is responsible for numerous constitutional and statutory duties. Our IT department supports various modern and legacy technologies. This position requires incumbents to evaluate our existing environment and recommend solutions for new environments.

APPLICATION DEADLINE
The deadline to submit all application materials is 8:00 AM, Monday, July 29, 2013.

APPLICATION REQUIREMENTS
1. Secretary of State Employment Application http://www.sos.ks.gov/about/about_resources_job.asp
2. Kansas Tax Clearance Certificate http://www.ksrevenue.org/taxclearance.html
3. Resume (email to) hr@sos.ks.gov

EMPLOYMENT PHILOSOPHY
The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

CONTACT INFORMATION
For information regarding your application or the application process please contact Mike Brassel in our human resources department.

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